GEORGIA DEPARTMENT OF LABOR • EMPLOYMENT SECURITY AGENCY ADMINISTRATIVE SERVICES DIVISION RECORDS MANAGEMENT AND CONTROLS

4171-11

Application Number

ESA-143 (3/80)

APPLICATION FOR AMENDMENT TO RECORDS RETENTION SCHEDULE

Application Date: July 30, 1980	FOR STATE RECORDS MANAGEMENT DIVISION USE				
	Date Received	Application No.	Date Completed NOV 1 7 198		
	SEP 1 8 1980	76-141-A	1100		
		•			
·					
		·			
Record Series Title: 76-141 CETA Trainee Enrollment and Termination Files	Person to Contac	et:			
Item number to be amended: Item 16 on old form Item 10b on new form (3/80	Telephone No.	656-3040	•		
Reads as follows: "no" on confidentiality of records			:		
	•				
Amended to read: "yes" on confidentiality of record	ds				
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6 Crde 51-637(1)		•			
Reason for change: Public service employee records uninspection; all other personal records include	nder CETA	emain open t	o public		
made "available to the public to the same deg	ing linanci ree that it	makes such	infor-		
mation available about its employees. Georg	ia State Me	erit System r	egulation		
therefore make an except PSE employment reco AUTHORITY: Federal Register, July 20, 1979, 29					
Division Director/Designee:		Date9/2	180		
Records Management Officer (RM&C): M WM/M		Date 4/30/	Ro		
Trecords Warragement Officer (Trivice). (7) 141 WIFE WAR		Date			
ESA Director:		Date			
State Auditor/Designee:		Date /0- 3	30-54		
Secreta/ State/Designee: (anole Hart	·	Date -10-27	-80		
Attorney General/Designee: 100 Seel		Date //-/			
/					

GEORGIA DEPARTMENT OF LABOR EMPLOYMENT SECURITY AGENCY ADMINISTRATIVE SERVICES DIVISION **RECORDS MANAGEMENT AND CONTROLS**

Αp	plication	Nůmbe
	76-14	1

APPLICATION FOR AMENDMENT TO RECORDS RETENTION SCHEDULE

Application Date: July 18, 1980

July 23, 1980

FOR STATE RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed

76-141-A AUG 2 8 1980

Record Series Title:

Comprehensive Employment Training

Act (CETA) Trainee Enrollment

and Termination Files

Item number to be amended:

11 and 12

Person to Contact: W. F. Reynolds

656-3074 Telephone No.

Reads as follows:

Item 11 require files to be kept 4 years; administrative decision.

Item 12 Cut off file at end of F. Y. hold in current file area 1 year or until Rederal or state audit is completed, whichever is later; then transfer to State Records Center, hold 3 years then destroy.

Amended to read:

Federal Retention Instructions; Prime Sponsor Instruction No. 80-025 Item 11:

Item 12:

Records Created on or Before 30 Sept. 1978: Destroy 30 September 1983.

Do not destroy until all audit questions are resolved.

Records Created on or After I October, 1978: Cut off files at end of each fiscal year; hold in current files area I year; then transfer to State Records Center; hold 4 years; then destroy upon resolution of federal audit questions.

Reason for change:

see also: 41 CFR 29-70.203b-1 and CETA Forms Preparation Handbook, Chap VI, Item Para 676.35 Federal Register Vol. 45 No. 99 May 20, 1980.

AUTHORITY: Division Director/Designee:

Records Management Officer (RM&

ESA Director

State Auditor/Designee:

Attorney General/Designee:

OPPICE OF SECRETARY OF STATE

PAGE

OF GEORGIA	RECORDS DISPOSITION STANDARD	DEPARTMENT OF ARCHIVES & MISTORY RECORDS MANAGEMENT DIVISION
Pebruary 3, 1976	INSTAURITIONS See esparate instructions for completion of front and reverse of this form. Sign original and two copies	
2. Agency Application No. DL - D 28	and forward to Pepartment of Archives and History, Attention Records Hanagement Officer	
Atlanta, Georgia 303	of Labor ace Division ment Unit - Rm 367 State Office Bldg.	C. R. Ridge 5. Worsing Title Supervisor 6.7el. No. 655-3074
		POSE OF PRESENT ACCUMULATION; FURTHER ACCUMULATION ANTICIPATED
8.Earliest & Latest Dates of Series 06/01/74 to date		Employment Training Act (CETA) Iment and Termination Files
taxes on the wages of when they are unemploy requirements of the La Administers payment of Labor upon request. The Special Program account for each indivand wage payments. All allowance to participate controls to prevent of continued eligibility	as of allowances and wages under Manpo ins Payment Unit receives initial enrolational trainee; receives and processes as processes payment of Incentive all ants enrolled in the Work Incentive Properties or overpayment, makes period for payments under the different Federal	ay benefits to such covered workers when they comply with certain other ower Programs of the U.S. Department liment forms and establish a payment weekly request for training allowance lowance and Training Related Expense rogram. Establish and maintain dic review of records to ascertain eral Programs.
and file arrangement	to enrolling and terminating indi	numbers and titles, if any, vidual trainees under the Comprehensiv
Fo Fo	orm CETA-27 - Enrollment Form orm CETA-01 - Revised Enrollment Form orm CETA-06 - Termination Form orm W4-G - Income Tax Withholding (- 1931 CETA Payroll Enroll	Order
The file is arrang betically by train	ed numerically by Work Site Project C ee's name.	ontrol Number, thereunder alpha
	ATTACH SAMPLES OF THE FILE	

12. EQUIPMENT OCCUPTED	, No. of Dravers	Cu. Pt. of Records		Ro. of	Dravers	Cu. Pt. o	1 Records
Letter-mize File Drawers	21:	103	ABRUAL RATE OF ACCUMULATION	24	i	103	
Legal-size File Dravers			Figor Space Occupted (Square Feet)	16	sceta)	In Store	e Area(e) ne
	1 / JH	F = 1 1		This Year's	Last Year's	Preceding Year's	Ail Prior
	-		AVERAGE DATLY REFERENCES	1	0 :	0	0
Porm 88-50-71				A.	#	<u> </u>	

P/	LC F	2

	PAGE 2
QUESTIONNAIRE Flace an "x" in the proper column. If answer is "YES," please explain & .	YES NO
13. Is this the Record Copy of the series?	[XX]
14. Is there a duplication of this series in another office or agency?	[] [23]
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication.	
16. Does the series contain classified information requiring security handling?	
17. Does the series initiate, amend or terminate agency policies and procedures?	
18. Could the function be performed if the files were lost or destroyed?	[223] []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why?	[] [XX]
20. Does the record series provide data as input to an EDP file?	[] [XX]
21. Does the record series contain documentation produced as EDP printout?	[] [XX]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? Federal Register (Vol. 40, No. 47, Part III), "Guide to Records Retention Requirements" (January 1, 1975) Part VIII	X :
23. Will there be a need for these records 10, 15 years from now? If yes, what?	
24. REQUIREMENTS. The following requires the files to be kept 4 years:	
a.[]STATE b.[]STATUTE OF c.[]AUDIT d.[]FEDERAL e.PADMINISTRATIVE f.[]HISTOLAW LIMITATION PERIOD LAW DECISION VALUE (Cite Law, Statute, or other reason for the retention requirement)	
See item 22	
OF ACTUCY DECOMMENDATIONS while account as a that the file govies he gut off at	the and
25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at of each -[]CALENDAR YEAR -[]FISCAL YEAR -[X]OTHER See below	the endthen:
[] Hold in the current files areamonth(s)/year(s): [] Transfer to [] State Records Center [] Local Holding Area; holdyear(s):
Destroy. Transfer to State Archives for permanent retention.	
[] Destroy immediately after cut-off. [x] Other: (Specify) Cut off file at the end of each Fiscal Year, hold in current	nt files
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Total Co ocaco Rosolas Concell, Roll o years, and account of	•
(Indicate briefly rationale for recommendations above/or write additional remar	ks):
To eliminate necessity for filing equipment and floor space required to hold inac records and to make room for new records in the cabinets and space now provided.	tive
Records Mariagement Officer (Signature) Date OTHER REQUIRED SIGNATURES	DATE
26. Recommendations Agency Head/Designee in paragraph 25 [V] Approved [] Disapproved Approved [] Disapproved	2-5-6
are: State Auditor/Designee [M Approved [] Disapproved [] Min. M	5-7-76
STATE RECORDS Secretariffet State/Designee COMMITTEE [Approved [] Disapproved Carroll Kint	2-19-76
Attorney General/Designee [D] Approved [] Disapproved RMI Diell	5.10-76

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & RISTORY
RECORDS MANAGEMENT DIVISION

GEORGIA	KECOKO2 DI	SPUSITION :	STANDARD	RECORDS MANAGEMENT	DIVISION	i = i
	STRUCTIONS See			FOR RECORDS MANAGEME		
2. Agency Application Ro.	ront and reverse of th nd forward to Departme			FEB 1 0 1976	Application so.	. Date Completed
- DL - 0 28	corde Management Offi	cer				
Georgia Department of	Labor	***	•	Person to Contect		
Unemployment Insurance Special Programs Paymo		367 State Of	fice Pldg	C. R. I	Ridge	•
Atlanta, Georgia 30331		TO DO PORTOR OF	TICE DIOS.	5. Working Title Supervisor	6	656-3074
7.ACTION REQUESTED		3		04,011201		0,00 ,0014
ESTABLISH DISPORTED RECORD WILL CO				OSE OF PRES		MULATION; ANTICIPATED.
Dates of Series 06/01/74 to date	·Exact Serie	Trai	nee Enroll	Employment Tra	ination Fi	les
The function of the I Security Law which requitates on the wages of su when they are unemployed requirements of the Law. Administers payments of Labor upon request. The Special Programs account for each individend wage payments. Also allowance to participant controls to prevent dur continued eligibility for	of allowance Payment Unit dual trainee; processes p ts enrolled in	and to subsefault of their s and wages under receives independent of Incomment of Incomment, markers,	quently pa r own and nder Manpo tial enrol processes entive all centive Pr kes period	y benefits to when they comp wer Programs lment forms an weekly requence owance and Tra ogram. Establic review of	such cover such cover with confiderate U.S. and establist for transitions Rellish and	ered workers certain other Department sh a payment lining allowanc ated Expense l maintain
		1				
1. This file contains the and file arrangement) Documents relating to Employment Training A Included are: Form	o enrolling a	and termination	ng indiv			in the second of
For For For	n CETA-01 - R n CETA-06 - T	evised Enroll ermination Fo	ment Form	order ee Maintenanc	e Form	
The file is arranged betically by trainee		by Work Site	Project Co	ontrol Number,	thereunde	er alpha-
e de la composition de la composition La composition de la composition de la La composition de la	ATTA	CH SAMPLES OF	THE FILE	ing Santan Santan Santan Santan Santan Santan		
2. волейкит осспетки	No. of Dravers	Cu. Pt. of Records			No. of Drawer	. Cu. Pt. or Records
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12. Equiphent occupies	No. of Dravers	Cu. Pt. of Records		No. of	Dravers	Cu. Pt. o	r Records
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Legal-size File Drawers			Figor Space Occupied (Square Feet)	1n off 16	tce(s)	•	ne
				This	last Year's	Preceding Year's	All Prior Years'
*			AVERAGE DAILY REFERENCES.	1.	0 .	0	0

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